



DOD OFFICIAL MAIL MANUAL

JULY 1987

**OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
(PRODUCTION AND LOGISTICS)**

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REWORD

This Manual is issued under the authority of DoD Directive 4525.6, "Single Manager for Military **Postal** Service, " May 5, **1980**. It prescribes uniform procedures and responsibilities for administering DoD official mail. It replaces DoD Instruction 4525.8 "Official Mail," September 9, 1981, which is hereby **cancelled**.

The provisions of this Manual apply to all DoD Components (the Office of the Secretary of Defense (**OSD**), the Military Departments, the Organization of the Joint Chiefs of Staff (**OJCS**), the Unified and Specified Commands, the Defense Agencies, and activities administratively supported by **OSD**).

This Manual is effective immediately and is mandatory for use by all DoD Components. DoD Components ☐ may issue supplementary instructions only when necessary to provide for unique requirements within their respective Components. Any supplementary instructions shall be approved by the Executive Director, Military Postal Service Agency (**MPSA**), before publication. Two copies of any supplementary instructions **shall** be provided to the MPSA when they are published.

Forward recommended changes to the **Manual** through channels to:

Executive Director
Military Postal Service Agency
ATTN : DoD Official Mail Manager
Alexandria, VA 22331-0006

DoD Components may obtain copies of this Manual through their own publication channels. Other federal agencies and the public may obtain copies **from the** U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161, telephone (703) 487-4650.

Records management responsibility for this publication is assigned to The Adjutant General's Office, Department of the Army. This responsibility includes the retirement of records.

Robert A. Costello
Assistant Secretary of Defense
(Production and Logistics)

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REFERENCES

- (a) DoD Directive 4525.6, "Single Manager for Military Postal Service," May 5, 1980
- (b) U.S. Postal Service Domestic Mail Manual ¹
- (c) U.S. Postal Service International Mail Manual ¹
- (d) U.S. Postal Service Postal Bulletin ¹
- (e) U.S. Postal Service Poster 103 (Postage Rates, Fees, and Information) ²
- (f) U.S. Postal Service Zone Charts ²
- (g) U.S. Postal Service Publication 25, "A Guide To Business Mail Preparation" ²
- (h) Title 40, United States Code, Section 726
- (i) Comptroller General of the United States Decision B-114874, October 13, 1978
- (j) DoD 5200.1-R, "Information Security Program Regulation," August 1982, authorized by DoD Directive 5200.1, "DoD Information Security Program," June 7, 1982
- (k) DoD Directive 1015.6, "Funding of Morale, Welfare and Recreation Programs," August 3, 1984
- (l) Title 39, United States Code, Sections 401, 404, 601-606
- (m) Title 18, United States Code, Sections 1693-1699
- (n) Title 39, Code of Federal Register, Sections 310 and 320
- (o) Title 18, United States Code, Section 1719
- (p) DoD Instruction 2010.1, "Support of International Military Activities," September 2, 1981

¹Available on subscription basis from Superintendent of Documents, Government Printing Office, Washington, DC 20402-0001.

²Available from local post office.

CHAPTER 1

INTRODUCTIONA. PURPOSE

This Manual carries out DoD Directive 4525.6 (reference (a)) by establishing the DoD Official Mail Cost Control Program (OMCCP). The objective of the program is to control DoD official mail costs through proper and cost effective use of the United States Postal Service (USPS), international mail, and postage of other countries.

B. TERMS AND ABBREVIATIONS

Terms and abbreviations used in this Manual are explained in "appendix A."

C. RESPONSIBILITIES

Each individual who prescribes, creates, designs, or prepares pieces for mailing shall comply with this Manual.

D. REQUIRED PUBLICATIONS

1. United States Postal Service (USPS) Domestic Mail Manual (DMM) (reference (b)). This is the primary USPS manual used in the operation of post offices. It contains **regulations** of direct interest to mailers, such as postage rates, mail classification, and mail preparation requirements. It is required for each postage meter location using more than \$10,000.00 in postage annually; installation official mail manager (OMM) or equivalent; intermediate headquarters OMM having inspection/staff responsibility; major command (MACOM) OMM; and DoD Component OMM.

2. International Mail Manual (IMM) (reference (c)). The IMM contains regulations, classification, and other requirements for mailing between the United States and nonmilitary post office addresses in other countries. It is required only where international mail is frequently used.

3. USPS Postal Bulletin (reference (d)). This weekly publication is used to announce interim changes to the DMM and IMM. It is required at each location where the DMM or IMM is required.

4. USPS Poster 103 (Postage Rates, Fees, and Information) (reference (e)). This poster is required for each location where postage and fees are determined.

5. Postal Zone Chart (reference (f)). This chart tells in what zone the various ZIP Codes are located. It is required for each location where postage is determined.

6. USPS Publication 25, "A Guide To Business Mail Preparation" (reference (g)). This publication assists mailers in making their letter-size mail compatible with the automated postal processing system and allows mailers to benefit from improved service and reduced mail processing costs. This publication is required for each installation or equivalent OMM.

E. SEARCH AND SEIZURE

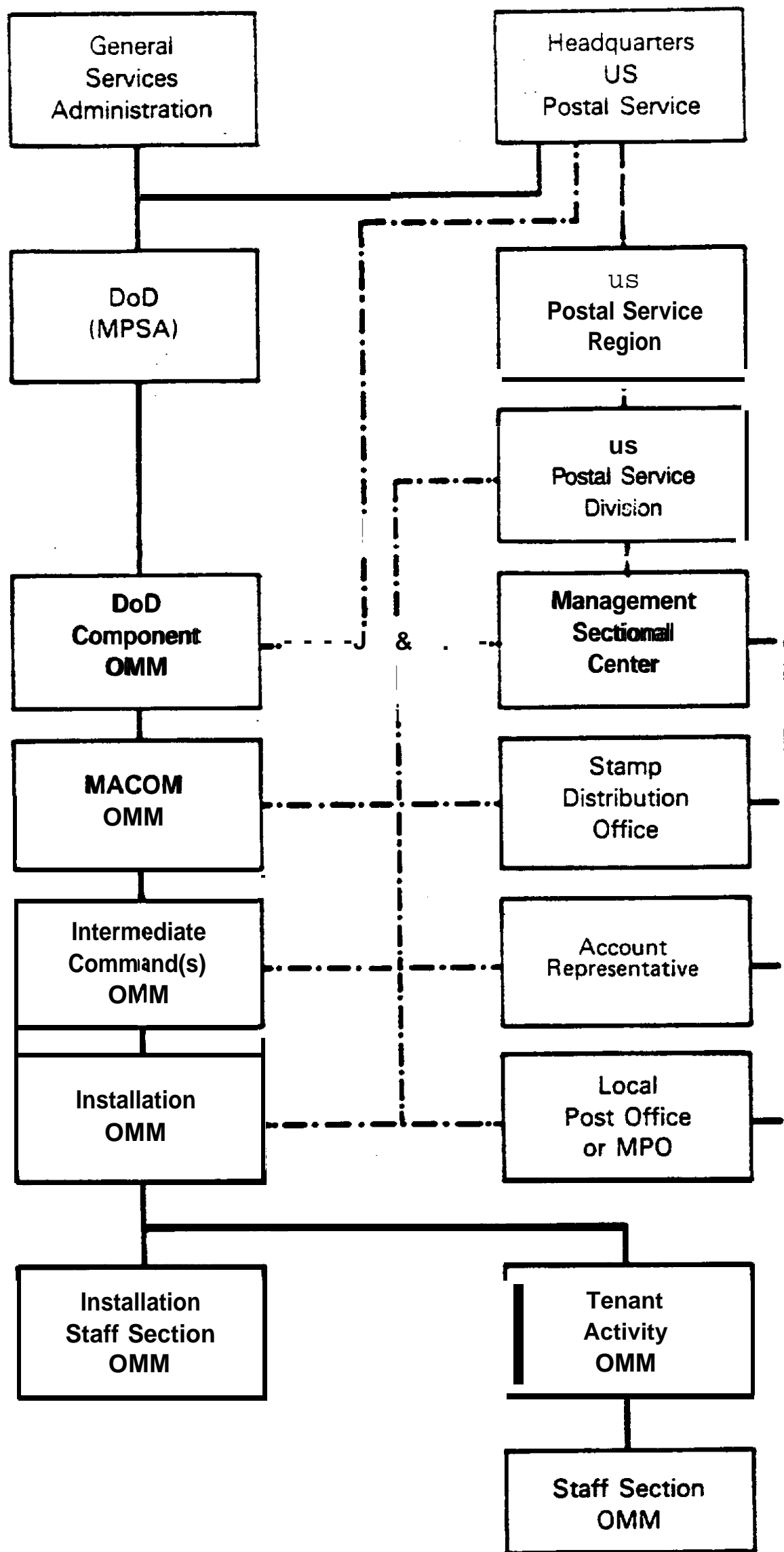
USPS inspections, search procedures, **and** postal laws apply to official matter only while it is **mail**. Official matter may be searched **or** seized by official mail managers (**OMM**) and assistant official mail managers (**AOMM**):

1. Before it is postmarked by a postage meter or is placed under control of USPS or its representative, whichever occurs first.
2. After control passes from USPS or its representative to representatives **of** the addressee.

F. POLICY AND OPERATIONAL CHANNELS

MPSA **shall** be the single point of contact with the General Services Administration and USPS on official **mail** policy matters. Heads of DoD Components shall coordinate with the USPS only on official mail operational matters such as the use or misuse of official mail and billings for postage **and** fees. DoD Component field elements are authorized and encouraged to coordinate operational and routine **mail** matters with their local postal facility. "Figure 1-1" illustrates DoD official mail policy and operational channels.

DoD OFFICIAL MAIL POLICY AND OPERATIONAL CHANNELS



- = Technical chain (of command) for all policy matters (and problems unsolvable at lower command level) With USPS.
- .-.- = Postal operational matters only.
- = USPS chain of command.

Figure 1-1
1-3

CHAPTER 2

DoD OFFICIAL MAIL COST CONTROL PROGRAM (OMCCP)A. PURPOSE

This chapter establishes:

1. The DoD Official Mail Cost Control Program (OMCCP).
2. The requirement for appointing **OMMs** and a description of their duties.

B. OMCCP POLICIES

1. The United States Postal Service shall be used only when it is the least costly transportation method that will meet the required delivery date (RDD), security, and accountability requirements.
2. When mailed, official matter shall move at the lowest **postage** and fees cost to meet the **RDD**, security, and accountability requirements.
3. **Letters** covered by the Private Express Statutes shall move as regulated by the DMM.
4. Direct accountability penalty indicia or prepaid postage shall replace the use of the standard penalty indicium as soon as possible, but no later than October 1, 1989.
5. DoD official mail costs shall be managed through the **OMCCP**.
6. Use of USPS services shall be coordinated with local USPS account representatives or ☐ilitary post office (**MPO**).
7. Whenever possible, official mail preparation procedures and processing shall be integrated to ensure optimum use of **personnel**, equipment, and postage cost reduction practices such as consolidated mailings, presort discounts, permit mailings, and drop-shipments.
8. **Unauthorized use**, loss, or theft of appropriated fund postage shall be reported and reviewed to determine any appropriate reimbursement of postage costs. (See chapter 3, section Q.)
9. "Resident," "occupant," or similar forms of address shall not be used.
10. Only standard penalty **indicia** or permit indicia (other than business reply and merchandise return) may be placed on unaddressed items.
11. All policies requiring or authorizing use of official **mail** shall be coordinated with the activity **OMM** prior to publication.
12. The host DoD Component shall provide official mail support on a **non-reimbursable** basis, including appropriated fund postage and fees, for all DoD tenants using less than \$10,000.00 in postage and fees annually.

C. PROGRAM ADMINISTRATION

1. OMM appointments

a. Installations, activities, and staff elements **shall** appoint OMMS. Assistant OMMS may be appointed to perform the OMM duties when the OMM is absent. The appointment may be an **additional** duty appointment. It shall be made in writing and **shall** include the appointee's official address and telephone number. Copies will be distributed and filed as follows:

(1) For staff element OMMS, copies are sent to their activity OMM.

(2) For activity OMMS, copies are sent to their next higher command's OMM.

(3) For tenant activity OMMS, copies are sent to their host installation OMM.

b. OMMS shall be commissioned, warrant, or noncommissioned officers (E-7 or higher) or DoD civilians (GS-7 or higher). This requirement is waived only when the activity concerned has no personnel in the grades specified. OMMS shall be from the administrative element within each activity.

c. When application of postage is contracted out under the A-76 Program, the DoD Component's representative responsible for ensuring quality of performance by the contractor shall meet all requirements for an OMM.

d. Frequent changes of OMMS shall be avoided. When changes are necessary, enough overlap should be provided so that the new OMM becomes thoroughly familiar with the duties before the old OMM departs.

2. OMCCP training requirements

a. Secretaries; clerk-typists; **personnel** producing forms, publications and periodicals; personnel who determine postage; and OMMS shall receive training on the following subjects from the installation OMM within four months after assignment. These personnel **and** all action officers shall receive annual updates.

(1) Other methods of communicating and shipping material.

(2) Material that **cannot** be ☐ ailed.

(3) Classification of mail.

(4) Special postal services and discounts.

(5) International mail requirements.

(6) Postage and fees required.

(7) -Penalties for private use of official mail.

- (8) Protection of mail.
- (9) Performing mail surveys.
- (10) Addressing mail.
- (11) Cost-saving methods.

b. Training objectives shall be continuously reinforced by routine distribution of current postal information.

3. OMCCP supervision requirements

a. All OMMS shall-

- (1) Be sure mail users know when and how to contact their OMM.
- (2) Supervise mailing practices.
- (3) **Report** misuse of official mail to the commanders of alleged violators .
- (4) Establish controls on postal expenditures to create a cost effective mail management program.

b. Activity OMMS shall:

- (1) Keep the commander informed on the effectiveness of the OMCCP and problem areas.

(2) Supervise the activity's OMCCP.

(3) Annually contact, offer assistance, guidance, and training, and discuss mailing requirements" with activities within their jurisdiction that produce forms, publications, and periodicals. A record of these discussions should be kept to make future inspections easier.

(4) Inspect incoming mail at least once a week and report deficiencies to the mailing activity OMM.

(5) Inspect outgoing mail at least once a week at the final preparation point to:

(a) Determine where additional training is needed and which policies and procedures need additional emphasis.

(b) Ensure proper preparation. Items containing errors or deficiencies in preparation shall be returned for correction. (See chapters 3, 4, 5, and 6 for preparation instructions.)

(6) Monitor spoiled meter postage instances to reduce their occurrence and to insure proper disposition.

(.7) Analyze the use of postage to initiate procedures for more cost-effective usage.

(8) **Maintain liaison** with appropriate supply and procurement activities to ensure that only postal related items such as envelopes, cards, and labels that meet the requirements of this Manual and the USPS are ordered and stocked.

(9) **Establish** proper control and auditing measures in overseas locations if host country postage is procured and used.

(10) Order, verify shipments, safeguard, and issue postage stamps when use is authorized.

(11) Know their USPS account representative and other appropriate USPS officials.

(12) Whenever possible, belong to and attend meetings of the local USPS sponsored Postal Customer Council. Consider starting a Postal Customer Council if one does not exist in the area.

4. OMCCP Inspections

a. Component headquarters, **MACOMs**, and intermediate commands shall conduct internal headquarters OMM inspections at least once a year. Inspections of subordinate installations and activities shall be conducted at least every two years if the component uses penalty mail and at least every three years if it uses prepaid postage. These inspections may be combined with other inspections and staff assistance visits.

b. Installation or equivalent OMMS shall inspect all of the installation's staff activities, subordinate activities, and tenant activities **annually**. These inspection reports shall be filed and made available for review during **MACOM** and Inspector General inspections, and staff assistance visits .

c. **DD** Form 2495 (Official Mail Manager's Inspection Checklist) may be used for inspections. Local reproduction of this form is authorized. (See "Figure 2-1.")

5. OMCCP Surveys and Tests

Surveys and tests may be required periodically to determine the transit time and the volume of official mail, by class and special postal service, being entered into **the USPS**. When surveys are directed, the originator provides instructions.

OFFICIAL MAIL MANAGER'S INSPECTION CHECKLIST <i>For use of this form, see DoD 4525.8-M. The proponent agency is Military Postal Service Agency.</i>					A. DATE	
B. TO (Inspected Activity)				C. FROM (Inspecting Activity)		
INSTRUCTIONS Mark an "X" in "YES" or "NO" column for each item. If item is not applicable, mark "NA" in "YES" column. References apply to DoD 4525.8-M (2.C. refers to Chapter 2, Paragraph c).						
ITEM	YES	NO	ITEM	YES	NO	
1. Is current copy of DoD 4525.8-M available?			18. Are all business reply items prepared per 3.M.1.a. and 2. b.?			
2. Does installation or equivalent activity OMM "have a current copy of all publications required by 1. D.?			19. Are all merchandise return service items prepared per 3. M.1.a. and 3. b.?			
3. Does each meter location have a current copy of all publications required by 1.0.?			20. Do permit imprint formats and contents comply with 3. R.1.?			
4. Is official matter being transported at the lowest cost to the Department of Defense (2.B.1. and 2.)?			21. Have logos or slogans in use been approved per 3.S 2.?			
5. Is unauthorized use of official mail reported per 2.B.8. and 3.Q.?			22. Are the printing / overprinting requirements of 4. D.2.b.(2). being followed?			
6. Are all OMMS required by 2.C. appointed in writing?			23. Are postage stamp inventories limited to amounts authorized by 5. B.1. ?			
7. Are OMM appointments filed as required by 2.C.1 a.?			24. Are postage stamps ordered per 5. B.2. ?			
8. Does the OMM's OMCCP training program meet the requirements of 2. C.2.?			25. Are postage stamps secured per 5. S.3.?			
9. Are the OMMS carrying out the OMCCP supervisory requirements of 2. C.3.a.?			26. Are valid USPS postage meter licenses on hand as required by S. C. I.?			
10. Is official mail monitored in compliance with 2. C.3.b.?			27. Have unneeded USPS postage meter licenses been canceled per 5. C.1. ?			
11. Are OMCCP inspections conducted as required by 2. C.4.?			28. Are USPS Forms 3603 (Receipt for Postage Meter Setting) filed (5. C.2.c.)?			
12. Is maximum use being made of consolidated mailings? (3. C.)			29. Are refunds for spoiled postage submitted (5. C.4.a.)?			
13. Are consolidated mailings prepared per 3.C.?			30. Is the record of postage used being analyzed per 5.C.6.?			
14. Is mail being marked with correct class of mail per 3.G.?			31. Are postage meters secured per 5. C.9.?			
15. Is selection of special mail services per 3.1.?			32. Are postage meter keys secured per 5.C.9.?			
16. Are the provisions of 3.K. being followed for Express Mail?			33. Is the postage metering equipment accounted for per 5.C.1 o.?			
17. Are all business reply items addressed to a DoD activity (3.M.1a.)?			34. Do postage meter supplies meet requirements of 5.C.11.?			
35. RATING (X one)		a. Satisfactory		b. Unsatisfactory		
NOTE: An unsatisfactory rating is mandatory if any one of items 1, 2,3. or 34 is marked "NO," or if more than 10 percent of the remaining items are marked "NO."						
36. COMMENTS						
37. INSPECTOR						
a. NAME (Last, First, Middle Initial)			b. GRADE OR TITLE		c. TELEPHONE NUMBER	
d. ORGANIZATION				e. SIGNATURE		

CHAPTER 3

PREPARATION FOR MAILINGA. GENERAL

All mail **shall** be prepared according to **instructions** provided in USPS Publication 25, the **DMM**, and the **IMM** as appropriate. Activities directly involved in hostile activities, contingency operations, and **field** exercises may handprint or handwrite addresses when necessary. If additional guidance is needed contact the OMM. Labels may be used for addressing non-letter-sized mail.

B. PACKAGING

All matter shall be packaged and presorted in accordance with the requirements of **the** DMM. If in doubt, consult the local post office or commercial account representative.

C. CONSOLIDATED MAIL

1. General. Consolidated mail is a reliable way to ship administrative and operational communications and logistical items between headquarters, depots, contractors, installations, and operational units. It remains intact while in transit and reduces the number of times the contents are sorted. Most importantly, it reduces costs because postage is paid on the total weight of the single consolidated DoD-owned container and its contents, rather than separately on each piece within the container. Under the postage rate structure, the first pound is the most expensive. As weight increases, the cost per pound decreases. The cost and weight of the container and any package material must be considered in the mailing cost. Consolidated mailings shall be made when they are cost effective.

2. Containers

a. The proper selection **of** the container is critical to the success of consolidated mailings. See chapter 6 and the **DMM** for tips on package preparation.

b. The containers listed below have been successfully used, are disposable, and shall be re-used whenever possible.

(1) DoD mail bags (see subsection C.4. below).

(2) Carton, 11 1/4 by 8 3/4 by 4 inches. Stock number 8115-00-861-1574.

(3) Carton, 12 by 10 by 8 inches. Stock number 8115-00-179-0575.

(4) Plastic envelopes, light-weight, heat sealed.

(5) Shrink-wrap plastic.

(6) Sack, shipping **10½** x 16 inches. Stock number 8105-00-145-0444.

(7) Sack, shipping 14½ x 20 inches. Stock number 8105-00-145-0446.

c. USPS-owned pouches shall not be used as a container for consolidated mailings. The DMM requires each piece of official mail placed in a USPS-owned pouch be individually addressed and bear the correct postage. The pouch and its contents cannot be counted as a single piece of mail. This applies even when the entire contents are for one addressee and the pouch is labeled to that addressee.

3. Preparation

a. Individual consolidated mail shipments shall be packaged as required by the DMM for the appropriate class of mail and applicable postal services **such** as registered.

b. Non-First-Class Mail may be combined with First-Class Mail only when cost effective.

c. Large paper envelopes or cartons may have the address and postage placed on the container or on an address label. If a label is used, the postage meter tape or postage stamps shall overlap the upper right edge of the **label**. "Consolidated mail" or "CM" **shall** be **placed** immediately below the return address. These containers are to be opened and sorted in the addressee's correspondence distribution center.

4. DoD Mail Bags

a. Are inexpensive, made of light-weight woven plastic material, and available through General Services Administration contracts." Bag sizes are specified in the contracts. They are disposable, but shall be reused when possible. To hang the bags on bag racks, make the necessary holes by using a blunt object to push aside the bag material rather than cutting the material. The holes should be at least one inch from the top.

b. Shall be sent to DoD addressees only.

c. Shall be addressed by placing **DD** Form 2388 (DoD Mail Bag Label) (see "**Figure 3-1**") in the plastic holder sewn into the side seam. The return address shall comply with chapter 3, subsection D.

d. **Postage shall** be paid only by postage meter imprint, standard penalty indicium, or postage due penalty mail. The plastic holder prevents canceling of postage stamps. Place postage meter imprints on the back side of the address label.

e. Shall be closed with non-reuseable, locking cable ties, such as stock number NSN 5975-01-034-5871, at least 10 inches long and having a minimum loop tensile strength of 50 pounds. The tie shall be wrapped around the bag and inserted through the hole in the plastic address holder and **DD Form** 2388.

f. Excess-bags shall be sent to activities from whom bags are regularly received.

g. Deployable units shall maintain a 30-day stock of these items for deployment purposes.

h. There are three different colors of bags.

(1) The orange colored bags shall be used only for First-Class Mail, Priority Mail, and other classes of mail which require rapid delivery. "DoD PRIORITY MAIL" shall be printed on these bags. The DD Form 2388 will have the correct First-Class or Priority Mail endorsement and postage.

(2) The white colored bags move by surface transportation and shall be used only for fourth-class mail. "DoD FOURTH-CLASS MAIL" shall be printed on these bags. The DD Form 2388 will have the correct fourth-class endorsement and postage.

(3) The silver-gray colored bag shall be used only for second-, third- and fourth-class mail to, from, and between MPOS when the contents require faster delivery than regular second-, third-, or fourth-class mail. The bag moves by surface between USPS facilities, but is flown to, from, and between MPOs. It shall not be used for First-Class, Priority, -or Express Mail. "DoD (MOM) MILITARY ORDINARY MAIL" shall be printed on these bags. The DD Form 2388 will have the correct second-, third-, or fourth-class postage and the MOM endorsement.

i. Bags without printing and bags with names or abbreviated names of DoD Components or their activities shall not be entered into the USPS.

j. All printing on the bags shall be black.

k. Bags shall be considered defective and destroyed if any of the following apply.

(1) Holes larger than 2 inches.

(2) Rips or tears longer than 2 inches.

(3) The holder for DD Form 2388 is either missing, torn so DD Form 2388 will not stay in it, or torn so it no longer holds the cable tie in place.

D. ADDRESSES

The return address portion shall be prepared in the format shown below. The return address **itself** and the **delivery address** shall be prepared per DMM, section 122. NOTE: "Penalty For Private use, \$300" shall not be used when the postage is prepaid or when "DoD Official Intratheater **Mail**" is used.

(Name of the DoD Component paying the postage--in all capital letters)
(activity name and address or space for it)

Official Business
Penalty for Private Use, \$300

E. ZIP CODES

ZIP + 4 is the standard ZIP Code format for all DoD Components. Its use is mandatory in both return and delivery addresses beginning October 1, 1986. The **MPSA/Military** Departments assign the last four digits for MPO addresses. Installations, in coordination with the local postmaster, assign all others.

F. MAILING LISTS

There are various USPS and commercial data bases available which identify every piece of property to which USPS delivers. These data bases are useful for sequencing and correcting addresses and adding last four digits of the ZIP + 4 **Codes**. They can correct ZIP Codes and spelling; add prefixes and suffixes- such as north, south, road, avenue; and identify multiple occupancy buildings where apartment or suite numbers are necessary.

G. SELECTION OF MAIL CLASS

The "Domestic Mail Classification Selection Table, Table 3-1," **shall** be used as a guide in selecting the correct mail class. The **DMM** and **IMM** provide specific guidance for types of items that may be mailed under each class of mail.

H. MARKINGS

All mail, except standard letter sized First-Class Mail, shall be marked to show the mail class. (see "Domestic Mail Classes, Endorsements, and Levels of Service Table, Table 3-2".) The markings shall be worded and placed as required by the **DMM** and **IMM**.

I. SELECTION OF SPECIAL MAIL SERVICES

The Government Losses in Shipment Act (**Title** 40, U.S. Code, Section 726) (reference (h)) and the Government's general self-insurance policy prohibit federal agencies from using registered and insured mail for the sole or primary purpose of **obtaining** postal indemnity. Claims shall not be made against the USPS for indemnity **on items** lost or damaged in the mail. However, Comptroller General of the United States Decision B-114874, October 13, 1978, (reference (i)) allows the Government to use registered or **numbered** insured mail to obtain the "special" services they offer, such as added protection or proof of delivery. Heads of DoD Components are authorized to approve the use of these services on an exception basis. This authority ☐ay not be delegated lower than installation or equivalent activity OHM. The following are DoD-wide authorized uses:

1. Registered may be used for:

- a. Criminal investigation evidence.
- b. Cash, original vouchers (disbursing and collecting), and voided or canceled checks.
- c. One-of-a-kind, irreplaceable, sensitive, controlled, rare, or **pilferable** items and items having a replacement cost in excess of \$20,000. Such items include but are not limited to calibration equipment, supply items, historical matter (including films), library materials, original manuscripts, and camera-ready mechanicals and art work.
- d. Mailable shipments of government-owned firearms (return receipts may be used).
- e. Commercial transportation tickets, boarding passes, and Military Airlift Command authorizations when personal delivery or pickup is not possible.
- f. Classified documents as required by DoD 5200.1-R (reference (j)) and DoD Component directives.
- g. Other communications and parcels that by law, DoD directive, or DoD Component directive must be registered.
- h. The following items with return receipts:
 - (1) Environmental samples.
 - (2) Notification of radiation exposure.
 - (3) Mailing former evidence to its owner.
 - (4) Mobilization preassignment orders to international addresses where this service is authorized.

2. Certified may be used for:

- a. Letters to establishments being declared "off limits."
- b. Adverse enlisted and officer efficiency reports and other similar actions.
- c. Controlled test material.
- d. Instructional materiel marked "For Faculty Use Only."
- e. Items requiring shipment by Priority Mail when the certified fee is less than the fee for other services which provide proof of delivery.

f. The following items with return receipt:

(1) Equal employment opportunity case material"mailed to complainants and their representatives.

(2) Reduction-in-force notices sent to civilian employees on authorized absence.

(3) Final decisions of a contracting officer issued under the dispute clause of a Government contract.

(4) Show cause or cure notices issued under the default clause of a Government contract.

(5) **Any** other communication for which receipt is essential to create or preserve rights granted to the United States under a Government contract.

(6) Debarment letters.

(7) Delayed entry packets.

(8) Summonses and subpoenas.

(9) Adverse personnel actions for military and civilian personnel.

(10) Illegally held identification cards.

(11) Traffic or driving violations.

(12) Letters of revocation or suspension of installation driving privileges.

(13) Dishonored checks (not applicable to non-appropriated fund instrumentalities).

(14) Questionnaires to injured persons.

(15) The following legal matters.

(a) Records of trial for all Special and General Courts Martial.

(b) Decisions of the courts of military review.

(c) Officer elimination cases.

(d) Any other communication, receipt of which is essential to create or preserve the rights granted to the U.S. Government in **connection** with criminal proceedings.

g. Other communications and parcels that by law, DoD directive, or DoD Component directive must be certified.

3. Unnumbered insured mail is delivered as ordinary mail and shall not be used. No exceptions shall be granted.

4. Numbered insured mail may be used only:

a. For accountability reasons when proof of delivery is required for valuable administrative or logistical equipment, supplies, and printed matter.

b. To return borrowed library and similar items when required by the non-DoD lender.

5. Special delivery service shall not be used when the item is to be delivered to the addressee by the USPS or the military postal service. No exceptions shall be granted. See Chapter 3, section L for use with international mail.

J. COMPUTATION OF POSTAGE AND FEES

1. Postage and fees for domestic mail shall be computed according to the DMM and changes announced in the USPS Postal Bulletin (reference-<d)). USPS Poster 103 (reference (e)) provides the information in convenient, easy-to-use form. USPS Poster 103 must be used with the Postal Zone Chart (reference (f)) for the post office where the item will be mailed.

2. Postage and fees for international mail shall be computed according to the IMM and changes announced in the USPS Postal Bulletin.

3. Properly programmed electronic scales may be used to meet the requirements of subsections J.1. and J.2., above.-

4. Items mailed from one MPO to another MPO in the same theater shall have "DoD Official **Intratheater** Mail" typewritten, rubber stamped, or mechanically printed in the area where the postage normally would be placed. Standard penalty indicium items may also be used until current supplies are exhausted.

K. EXPRESS MAIL

1. Express Mail shall be used only when it is the most cost effective way to accomplish a mission within time, security, and accountability constraints. **It** shall not be used:

a. To respond to directed actions or requests for information unless using it is the only way to meet a short suspense.

b. For the purpose of correcting administrative oversights such as late suspenses when adequate time existed.

c. On days before weekends or holidays unless the sender has verified someone will be available to accept it and work on it during the weekend or holiday.

2. Heads of DoD Components **are** authorized to approve the use of Express Mail. This authority may not be delegated lower than installation or equivalent activity OMM.

3. Tenant activities shall request approval to use Express Mail through the host installation when the host provides the postage and fees for the tenant's mail.

4. **Postage shall** be paid by using:

a. Postage meter imprints and the word "metered" entered in the Express Mail label's customer number block.

b. Postage stamps and the word "stamps" entered in the Express Mail label's customer number block.

c. A USPS assigned Government Agency Expense Mail code (commonly called "P Code") placed in the customer number block on the Express Mail label. Preprint or rubber stamp the phrases "Official Business" and "Penalty for Private Use, \$300.00" immediately below the complete return address. Those phrases **shall** not be typewritten or handwritten. NOTE: This method of payment is not available for Express Mail originating at **MPOs**; USPS has not established accounting procedures for such revenue at MPOS.

5. The sender shall submit requests for refunds for postage when Express Mail items **are not** available when promised.

6. Express Mail service is not available to and from all **MPOs**. Also, Express Mail service is not available from **all USPS** operated post offices to MPOS. Contact the local post office for availability information.

L. INTERNATIONAL MAIL

1. Postal Union mail: All official correspondence (letters and cards) may be sent as airmail. Packages containing official matter may be sent as airmail if the urgency in delivery justifies the costly airmail letter rates.

2. Parcel post **shall** be sent only as surface mail.

3. Special delivery may be used only for delivery in countries where special delivery is the only reliable means of ensuring prompt delivery.

4. Consult the **IMM** or local post office for applicable postage, customs tags, special services, and restrictions before preparation for mailing.

M. MERCHANDISE RETURN AND BUSINESS REPLY

1. Merchandiser **return** service (**MRS**) and business reply mail (**BRM**) shall:

a. Be addressed to a DoD activity. The address and ZIP + 4 bar code shall be preprinted on the item. The local post office will provide the appropriate bar **code** negative or positive for printing.

b. Be used only when a **reply** is requested on official business from an activity or individual outside the U.S. Government who is not required by law to reply and when the receipt of the reply is in the best interests of the U.S. Government.

c. Not be used to receive responses from DoD activities or personnel except retired **personnel**, reservists not assigned to a unit, or when the activity **OMM** determines this is the most cost-effective method to return correspondence course materials. DoD activities can return these items at their own expense, through their correspondence distribution center, saving the U.S. Government the applicable accounting fee.

2. BRM:

a. Is charged at the First-Class rate, plus a per-piece accounting fee.

b. **Shall** be prepared per **DMM** section 917 for prepaid postage and section 137 for penalty mail. The card format shall be used when possible. See DMM, section 322, for restrictions on preparation and use of double and single postal and postcards.

3. MRs:

a. Is charged at the appropriate Priority Mail, third-class or fourth-class rate plus a per-piece accounting fee.

b. Shall be prepared per DMM section 919 for prepaid postage and section 137 for penalty postage.

c. Shall not be used until USPS assigns permit numbers.

N. OTHER REPLY MAIL METHODS

Premetered postage or postage stamps shall be used when they are more cost effective than merchandise return or business reply. (Example: One hundred reply cards, premetered at 14 cents each, cost 14 dollars. Sixty-seven returned BRM cards cost 14 cents plus 7 cents (accounting fee) each, a total of 14.07 dollars. Users shall automatically recalculate this example when rates change.) Place postage stamps or **premetered** imprints only **on** items of known requirements. Premetered reply mail shall be prepared per the DMM, section 144.

0. RESTRICTIONS ON USE OF APPROPRIATED FUND POSTAGE

Appropriated fund **postage** ~~may~~ be used:

1. By the Army and Air National Guard only for mailings pertaining to federal matters.

2. By an activity or activity commander for sending invitations to official social functions held in behalf of a DoD Component or sponsored in the name of a DoD Component. The official status of the function shall be clearly stated or readily apparent in the invitation. For example, an installation commander is authorized to use appropriated fund postage to invite community officials to an installation open house.

3. By retired members of a DoD Component, but only in the form of merchandise return or business reply items furnished to them for reply purposes.

4. For mailing change-of-address cards only for changes of address resulting from carrying out written military orders. A copy of the orders must be presented with the cards.

5. For mailing bulk shipments of daily, weekly, housing, and similar bulletins consisting solely of official information to supported installations and activities only. Less costly methods of shipment must be considered and used when feasible.

6. By contractors and vendors as follows:

a. Vendors must prepay postage and fees.

b. Use of the standard penalty indicts' is prohibited.

c. Contracts or purchase orders requiring DoD Components to pay the postage and fees shall require the use of mail classes and special postal services that will be at the lowest possible cost consistent with RDD, security, accountability, and USPS requirements.

d. Envelopes and labels used by a contractor shall bear the preprinted return address of the furnishing DoD activity" and not that of a private person, concern, organization, or contractor.

e. When authorized, the appropriate type of special service shall be pre-printed on the envelope or label in the manner required by the USPS. Contractors shall not add their own markings for these services.

f. A permit may be used for large mailings if USPS mailing requirements are met. Contractor use of permits must be approved by the DoD Component. Applications shall be submitted per DMM, section 145 for prepaid postage and section 137 for penalty mail.

g. Postage meters may be used when approved by the DoD Component. The meters shall be licensed to and under the control of the DoD Component concerned.

h. When the use of a permit or postage meter is not practical contractors shall prepay the postage and fees and be reimbursed by including such costs as a separate item on the invoice.

7. For DoD Component authorized periodicals as follows:

a. Distribution mandated by DoD Component regulations or directives.

b. Individual copies to higher headquarters in the chain of command and other public affairs offices for administrative purposes.

c. Copies in bulk to subordinate units for "distribution to the units' members. Other, less expensive transportation methods shall be used if they can provide the same or faster delivery time than mail.

d. A copy to a private person, firm, or organization in response to a specific, written, unsolicited request only if the periodical contains no advertising. The request shall be kept on file in the editor's office as long as the periodical continues to be mailed in response to that request. The mailing list shall be limited to the minimum consistent with the needs and best interests of the command and shall not include members of the audience the publication is designed to reach.

e. Copies to other government agencies and libraries, hospitals, or schools to promote the overall command public affairs program.

f. Copies of state Army and Air National Guard and U.S. Army Reserve Command command-level periodicals containing no advertising to the home address of individual members. These copies shall be mailed as **third-class** bulk rate or appropriate second-class rate. The mailing of lower command-level periodicals is not authorized.

g. Commercial enterprise newspapers may be mailed only in accordance with paragraphs "a" and "b" above.

8. By Nonappropriated Fund Instrumentalities (NAFIs), including the exchange services and the Stars and Stripes, only for official administrative (managerial) mailings related exclusively to the business of the U.S. Government. This does not include any function that would be a normal expense of a similar commercial business, such as financial **reports**, personnel management, payroll, **inventory** procurement and sale, collection of income, advertising, mailing of films for paid exhibition, and equipment maintenance. For example, appropriated fund postage shall not be used for the preparation and internal distribution of financial reports, as this is a normal business expense; however, it may be used to mail copies of the report to the supervising DoD Component as this is not a normal business expense.

9. By commanders per DoD Directive 1015.6 (reference (k)) to discharge their Morale, Welfare, and Recreation (MWR) mission, but not to produce revenue. Social items such as ethnic recipes, birth announcements, and bowling league scores are not the exclusive business of the U.S. Government and shall not be mailed with appropriated fund postage. Appropriated fund postage may be used to mail a consolidated packet containing information regarding the existence of all available MWR activities to **personnel** eligible to use them; however, the packet shall neither contain information on revenue producing items or events nor violate other parts of this Manual.

10. By prisoners in a nonpay status for personal mail per DoD Component directives.

P. UNAUTHORIZED USES OF APPROPRIATED FUND POSTAGE

The use of appropriated fund postage is **not** authorized on:

1. Matter that is not exclusively U.S. Government business.
2. Material **delivered** by a method other than the USPS.
3. **Nonmailable** items, such as items that are oversized, overweight, or explosive. Obtain information about items that are not mailable from the local post office.
4. Postcards,. unless the cards are DoD or DoD Component approved forms.
5. Official material, such as daily, weekly and housing bulletins containing unofficial information.
6. Information sent by DoD Components about non-mandatory events. Use the correspondence distribution center, the installation bulletin or newspaper, or - other methods to distribute this type of information.
7. Invitations to social functions to satisfy personal social obligations, even if they are the result of an official position.
8. Personal congratulatory letters from one individual to another in a private capacity. This does not prevent the use of appropriated fund postage by heads of staff agencies or commanders to fulfill their official morale and esprit de corps obligations to members of their organization or persons in their areas of technical responsibility. For example, sending **congratulatory** letters to people selected for advanced schooling, promotions, and letters of condolence are authorized.
9. Personal mail, holiday and birthday greetings, retirement **announcements**, completed employment applications, resumes, and similar material. However, activities may use appropriated fund postage for holiday greetings when international diplomacy dictates. Official **announcements** of official retirement ceremonies may be mailed using appropriated fund postage but may not include an incidental **announcement** of an associated social event.
10. Correspondence from international commands such as North Atlantic Treaty Organization official correspondence. This mail normally must be prepaid in the country in which it is posted. When appropriated fund postage is provided for official ☐ail, the administrative agent assigned by DoD Instruction 2010.1 (reference (p)) is responsible for procuring it and ☐onitoring its use.
11. Correspondence of foreign military personnel. Foreign **military** personnel who are **required** by regulations of their own government to file reports or otherwise correspond with their embassy or government shall do so at their expense. However, appropriated fund postage may be used if the correspondence can be certified by the parent U.S. Government activity as exclusively the business of the U.S. Government.

12. Mail posted in foreign post offices. Such **mail** must bear the postage of the country where it is mailed unless there is a bilateral agreement in effect with the country which has special procedures for accepting DoD mail.

13. Anything mailed by concessionaires or their employees. This does not preclude use authorized by subsection 0.3. of this chapter.

14. Fund drives not officially endorsed by DoD or the DoD Component concerned. BRM and **MRS** shall not be used on officially endorsed drives.

15. Unofficial biographies and unit histories.

16. Dependent school year books and other unofficial items such as announcement cards, thank you cards, memory albums, and biographies.

17. Announcements and attendance responses related to DoD Component branch anniversary parties and similar events.

18. Mailings by or for private associations, such as unit associations, wives clubs, Boy Scouts, etc.

19. Mailing matter donated by individuals for donation to other individuals or charitable organizations.

20. All similar matters that do not relate exclusively to the business of the U.S. Government.

Q. REPORTING MISUSE OF APPROPRIATED FUND POSTAGE

Unauthorized use of appropriated fund postage **shall** be:

1. Reported to the commanders of the individuals involved for appropriate investigation.

2. Reviewed to determine any appropriate reimbursement of postage and fees costs. Legal or administrative action shall be taken to obtain reimbursement when appropriate.

R. PERMITS

1. **Permit** mailings shall be used, when cost effective, on large volume mailings of items with a uniform size and weight. Permit formats and instructions are in **DMM** section 145 for prepaid postage and section 137 for penalty postage.

2. USPS requires advance notice on all permit ☐ mailings. Postage and fees are recorded on the USPS forms presented with the mailing.

3. Itemized postage uses a permit and is applicable where **large volumes of** parcels are ☐ ailed. A computer is required. **Contact** your USPS commercial account representative for details.

4. " Permit mailings are not authorized at **MPOs** .

s. METERED POSTAGE

1. Metered postage shall be used to the maximum extent possible on mail that cannot be sent under a permit.

2. Requests for permission to use logos and slogans on ad plates authorized by the DMM, section 144, shall be prepared and submitted according to DoD Component directives applying to logos and slogans.

3. Chapter 5 sets forth procedures for controlling and safeguarding postage meters.

T. POSTAGE STAMPS

1. Postage stamps shall be used on mail that cannot be sent under a permit, metered, or **premetered**.

2. Chapter 5 sets forth procedures for ordering, controlling, and safeguarding postage stamps.

u. NONPROFIT AND SUBSIDIZED RATES

The Department of Defense is not authorized to send mail at nonprofit or subsidized rates (i.e.. special bulk third-class rates, fourth-class library rates and the following second-class rates; in-country, special nonprofit, classroom, science of agriculture, -limited circulation, and limited circulation science of agriculture).

V. DROP-SHIPMENT

Under a drop-shipment, the mailer enters the items into the USPS at the delivering post office rather than the mailer's post office. The **mailer** provides and pays for the transportation to move the items to the delivering post office and applies local zone postage. The transportation cost plus local zone postage can be less expensive than postage from the mailer to the addressee on zone-rated mail. The instructions in DMM section 144.39 apply. See DMM section 137.27 for restrictions when using penalty meters. Items may be drop-shipped to USPS facilities in the appropriate military post office gateway cities (New York, Miami, Seattle, San Francisco) but shall not be drop-shipped directly to postal facilities operated by the military.

(Name of DoD Component)					
(Activity Name, Address)	<table border="1"> <tr> <td>I</td> <td>I</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	I	I		
I	I				
OFFICIAL BUSINESS					
PENALTY FOR PRIVATE USE \$300					
DD Form 2388					
(Address)					

NOTE : "Penalty For Private Use, \$300" shall not be used when the postage is prepaid or "DoD Official Intratheater Mail" is used.

DIMENSIONS: 2 1/8 inches high by 5 3/4 inches long. Hole is 3/8 inch diameter; hole center is 1 7/16 inches from bottom and 1 15/16 inches from left end.

DoD Mail Bag Label
Figure 3-1

Domestic Mail Classification Selection Table

(see Chapter 3, Paragraph L for International Mail)

RULE	A If matter is	B And is mailed	C Then it
1	letter mail and other First-Class matter weighing 12 ounces or less	within CON US; to, from, or between MPOs,	shall be sent First-Class or Express Mail (see note 1).
2	letter mail and other First-Class matter, consolidated mailings, or Joint Uniform Military Pay Systems (JUMPS) pouches weighing more than 12 ounces		shall be sent Priority or Express Mail (see note 1).
3	high priority logistic shipments, such as not mission capable supply (NMCS) and anticipated not mission capable supply (ANMCS)		may be sent Priority, First-Class, or Express Mail (see note 8).
4	transportation Priority 1 shipments		may be sent Priority or First-Class (see note 2).
5	transportation Priority 2 and 3 shipments		shall be sent Third-Class, Third-Class MOM, Fourth-Class, or Fourth-Class MOM (see note 3).
6	non MILSTRIP parcels (for example, unaccompanied hold baggage, personnel records, reference documents or equipment for inspection or assistance teams etc.)	within CONUS and speed is needed to meet ROD,	may be sent First-Class if 12 ounces or less; Priority if over 12 ounces (see note 2).
7	non-MI LSTRIP parcels	to, from, or between MPOS and speed is needed to meet RDD,	may be sent First-Class, Priority, Third-Class MOM, or Fourth-Class MOM.
8	all other non-MI LSTRIP matter not covered by rules 6 and 7 above	within CONUS; to, from, or between MPOs,	shall be sent Third-Class or Fourth-Class.

Table 3-1

Domestic Mail Classification Selection Table

(see Chapter 3, paragraph L for International Mail)

RULE"	A If matter is	B And is mailed	C Then it
9	bulk distribution of classified, accountable, or critical to flying or marine safety; communications systems publications; immediate action regulations or directives, or emergency publications or forms requisitions (see notes 4 and 5)	within CONUS,	may be sent First-Class or Priority (see Note 5).
10	bulk distribution of publications (including regulations, manuals, directives, and instructions) and blank forms not covered in rule 11	within CONUS; to , from, or between MPOs,	shall be sent freight, Third-Class Bulk Rate, Special Fourth-Class Rate, Third- or Fourth-Class.
11	bulk distribution of classified, accountable, critical to flying or marine safety, and communication systems publications	to, from, or between MPOs,	may be sent First-Class or Priority (see note 5).
12	bulk distribution of immediate action regulations, directives, or emergency publications or form requisitions		may be sent First-Class, Priority, Third-Class MOM, or Fourth-Class MOM.
13	bulk distribution of periodicals and newspapers	within CONUS; to, from, or between MPOs,	shall be sent Second-, Third-, or Fourth-Class or Special Fourth-Class Rate (see note 6).
14	single copies of periodicals described in rule 13 and sent directly to individuals or organizations		shall be sent Requester Publications Rate or Third-Class Bulk Rate (see notes 6 and 71).

Table 3-1 (Continued)

NOTES :

1. These items are covered by the Private Express Statutes.
2. Regardless of service paid, USPS generally moves mail by surface to addressees within 600 miles of point of origin. Third- or fourth-class postage with "Special Handling" is considerably cheaper than First-Class or Priority Mail and provides preferential handling to the extent practical in dispatch and transportation. See DMM, section 916.
3. Military Ordinary Mail (MOM) service is available only on mail addressed to or sent from an MPO.
4. Other publications or blank forms shall not be included as filler.
5. Material shall be prepared for mailing in accordance with DoD 5200. 1-R (reference (j)) and appropriate DoD Component directives.
6. Heads of DoD Components may approve exceptions to use MOM on shipments from the Continental United States (CONUS) to overseas active duty target audience addresses after determining the material is time sensitive and faster delivery is needed to support an internal information program. First-Class and Priority Mail shall not be used.
7. **Items must meet eligibility requirements** for the third-class or requester publication rates.
8. Express Mail is not available for official mail to, from, or between MPOS.

Table 3-1. Domestic Mail Classification Selection Table

Domestic Mail Classes, Endorsements, and Levels of Service					
ITEM	A	B	C	D	E
	Classification	Endorsement	Mode of Transportation	Approx Transit Time (days)	
				Domestic	To and from MPOS
1	Express Mail	Special label required	Airlift	Overnight	2 to 3 (where available)
2	First-Class (1 to 12 ounces)	First-Class	Airlift (see note 1)	3	7 to 10
3	First-Class (more than 12 ounces)	Priority (see note 2)		3	7 to 10
4	Requester Publication Rate	(see DMM, Section 137)	Surface	8	28 to 46
5	Requester Publication Rate— MOM	(see note 3)	Surface and airlift (see note 2)	NA	7 to 21
6	Third-Class	Third-Class	Surface	8	28 to 46
7	Third-Class MOM	Third-Class MOM	Surface and airlift (See note 2)	NA	7 to 21
8	Fourth-Class	Fourth-Class	Surface	8	28 to 46
9	Fourth-Class MOM	Fourth-Class MOM	Surface and airface (see note 2)	NA	7 to 21
10	Special Fourth-Class Rate	Special Fourth-Class Rate	Surface	8	28 to 46
11	Special Fourth-Class Rate MOM	Special Fourth-Class Rate MOM	Surface and airlift (see note 2)	NA	7 to 21

Table 3-2

NOTES :

1. Normally, by surface to destinations within 600 miles from point of origin or point of entry into the domestic postal system from an MPO.
2. Whenever possible, MOM shall be used instead of Priority Mail for other than First-Class matter. It provides cheaper postage than Priority Mail; however, the transportation charge for the overseas portions of its trip is the same as Priority Mail. Delivery time to any MPO may be almost as fast as Priority Mail and rarely exceeds 21 days. Second-, third-, and fourth-class **mail** also endorsed MOM moves by surface transportation in the United States and by air on overseas portions of its trip. MOM is available only to, from, and between MPOS. MOM is not available within or between Alaska, Hawaii, **Kwajalein**, Wake Island, Johnston Island, Puerto Rico, and CONUS but is available between these locations and MPOS.
3. Add "MOM" to the endorsement required by DMM, Section 137.

Table 3-2. Domestic Mail Classes, Endorsements, and Levels of Service

CHAPTER 4

PENALTY INDICIAA. GENERAL

Each DoD Component pays USPS for penalty **indicia** use. The stamp distribution offices and local post offices now send records of penalty mail stamp purchases, postage meter settings, permit and business reply mailings, and other documents to HQ USPS for consolidation and billing to the appropriate DoD Component headquarters. Payment is **made locally** only when required by **DMM** section 137. Each DoD Component also pays for using the standard penalty indicia "Postage and Fees Paid, (DoD Component Name), **DOD-(Number)**." The standard penalty indicium is not a form of direct accountability.

B. PENALTY FOR PRIVATE USE

Title 18, U.S. Code, Section 1719, (reference (o)), provides that **whoever** uses penalty indicia items authorized by **law** to avoid payment of postage on private matter in the ☐ail shall be fined not more than \$300. NOTE: this penalty does not apply to prepaid postage or "DoD Official "Intratheater Mail".

c. POSTAGE DUE PENALTY MAIL

1. DoD Component-activities engaged in hostile operations are authorized to use postage due penalty mail during the first 120 days of the operation. The Military Postal Service Agency shall occasionally direct its use during exercises conducted in areas served by the MPS. Other use is not authorized.

2. DMM, section **137**, **contains instruction** for preparation of postage due penalty mail.

3. Postage on postage due penalty mail shall be paid by the addressee when the item is delivered. Only postage stamps, postage meter strips, or cash is acceptable. Depots and other activities not on direct accountability but likely to receive this mail shall establish and maintain procedures to pay for it **when** presented.

4. **Postage** due penalty mail SHALL NOT BE USED to notify next of kin of casualties. .

D. STANDARD PENALTY INDICIUM

The standard penalty **indicium** is "Postage and Fees Paid, (DoD Component name), DoD-(number)." USPS charges for use of the standard penalty indicia are based on the USPS Revenue Cost Analysis System For Estimating Revenue, Pieces, and Weight of Domestic Mail. More than 500 post offices in the U.S. randomly count standard penalty mail throughout the year. A formula is then used to compute estimated charges for the use of this **indicium**. The standard penalty indicium is not a form of direct accountability.

1. Restrictions on use

a. The standard penalty indicium may be used **only** as allowed by the DMM .

b. DoD Component deployable units may maintain a 60-day supply of standard penalty indicium items to use when deployed to areas where other forms of penalty **indicia** are not used. This stock shall be centralized and closely controlled by the command OMM. Arrangements to obtain more stock shall be made with the host installation when the deployment will last more than 60 days. When 100 percent of a DoD Component's routine mailings are made using other forms **of** penalty indicia or prepaid postage, this paragraph no longer applies.

c. Heads of DoD Components are authorized to approve new standard penalty indicium items for their activities that cannot use other forms of penalty indicia or prepaid postage. This authority shall not be delegated lower than **MACOM level** and may be exercised only when some form of direct accountability cannot be used.

2. Elimination of use. DoD Components using the standard penalty indicium shall stop doing so as soon as possible, but no later than October 1, 1989.

a. When an activity of a DoD Component on a DoD installation or in an office building begins using postage meters or postage stamps, the standard penalty indicium shall no longer be used by any member of that DoD Component on that installation-or in that office building. Once a non-deployable activity stops using the standard penalty indicium, it may not use it again.

b. Stockage and procurement

(1) When a DoD Component begins conversion to other forms of appropriated fund postage, new supplies of standard penalty indicium items **shall** be printed without the **indiciu**m.

(2) Activities still using the standard penalty **indiciu**m are authorized to overprint the standard penalty indicium and Facing Identification Marks (**FIM**) as required on items printed without them. Local procurement is authorized for items that cannot be overprinted. DoD Component printing directives shall be followed. The exact format, content, and placement of the **indiciu**m specified by the **DMM**, section 137, must be followed.

(3) Meter imprints or postage stamps may be placed over the standard penalty indicium for a reasonable time (maximum of 1 year) after the activity converts to direct accountability. This procedure shall be coordinated with the local postmaster (see DMM, section 137). Stock not used within that year shall be transferred to unit deployment stocks or to activities not using meters. When this is not possible, the items shall be transferred to activities with a military post office address or be used by placing a:

(a). Postage meter tape over the indicium.

(b) Blank, white label over the indicium and placing postage stamps or printing the meter impression on the label.

CHAPTER 5

POSTAGE STAMPS AND POSTAGE METERSA. PURPOSE

This chapter sets forth the procedures for ordering postage stamps and controlling and safeguarding postage meters and postage stamps. Chapter 3 governs the use of these items.

B. POSTAGE STAMPS

1. Who May Use. Postage stamps are intended for use by small volume mailers throughout DoD with outgoing mail volume too low to justify postage meters. Activities **without** a backup metering system may maintain no more than a 10-day emergency supply of postage stamps to be used only when metering equipment is not operational. Also, deployable units may maintain 30-day stock of postage stamps for use when deployed to areas without meters. **Small** volume mailers' inventories **shall** not exceed a 90-day supply. Stock shall be centralized and closely controlled by the activity OMM. The advantages of permit and consolidated mailings must be maintained.

2. Ordering. Only those small volume mailers, deployable units, and activities without a backup metering system that have been identified by their **MACOM** are authorized to order postage stamps directly from USPS or MPO. Verify quantities received. Penalty mail stamp orders shall be submitted per DMM, section 137. Allow two weeks for delivery.

3. Security Measures

All personnel are responsible for preventing the theft, misuse, waste, or loss of postage stamps. Postage stamps shall be secured in locked containers (safes, file cabinets, desk drawers, etc.) or a locked room. Activities may establish additional controls as needed at the local level.

c. POSTAGE METERS

1. License. Postage meter licenses are required and are obtained by submitting PS Form 3601-A (Application for a Postage Meter License) per instructions in the DMM. " Applicants served by an **MPO** shall contact the MPO for procedures. **DMM** section 144.22 contains responsibilities of the license holder. Licenses shall be canceled when no longer needed.

2. Setting and Payments

a. Meters shall be checked in and out of **service** per DMM section 144.3.

b. Each meter shall be reset each quarter for the estimated amount of postage to be used on that meter during the-quarter.

c. -Each time the meter is set or reset, the post office employee completes PS Form 3603 (Receipt for Postage Meter Setting). A copy shall be filed by the responsible OMM.

3. Daily Record of Meter Register Readings

a. PS Form 3602-A (Daily Record of Meter Register Readings) shall be maintained for each meter.

b. When the meter is set or reset, add the amounts appearing in the ascending and descending registers before the meter is used. The resulting sum becomes a control number. At the close of business each day these two registers shall be added together. If their sum is not the same as the control number, the meter may have malfunctioned. The serving vendor shall be contacted before the meter is used again.

c. To determine the amount of postage used on any given day, subtract the descending register reading for the day from the descending register reading for the previous day.

4. Spoiled or Incorrect Meter Postage

a. Requests for refunds shall be submitted when authorized. DMM, section 147, explains the conditions and procedures to be followed. --

b. Equipment malfunctions causing spoiled meter postage shall be immediately reported to the manufacturer's representative.

c. OMMS shall ensure that spoiled meter postage is minimal.

5. Metered Mail Preparation

a. The meter imprint acts as a postmark and allows mail to skip the canceling process so be sure it is bright and clear, has the correct date, and fluorescent ink is used.

b. All addresses must face the same way, and five or more pieces of metered mail must be bundled with rubber bands or paper straps. Large volumes should be trayed. Trays and similar items are usually provided free of charge by USPS and shall not be used for other purposes.

6. Accumulators (printers) (when available)

a. The record of postage used shall be printed out and analyzed by the **OMM** at regular intervals (weekly for most installations and activities). Information in the printout shall be used to identify large volume mailers and users of large amounts of certain classes of **mail** or special postal services. Their mailings shall be periodically analyzed to see if the items can be shipped more economically by other means.

b. The **OMM** should not try to record the postage of all tenants of the installation if it results in the analysis of relatively trivial amounts of postage.

7. Equipment Operation

a. The **OMM** and all personnel involved in mail processing should receive detailed instructions from the vendor when new equipment is installed.

During initial use, do not hesitate to call the service representative when questions arise.

b. Check each scale for accuracy daily before it is used. This shall be accomplished by weighing an object of known weight. Appropriate calibrations shall be made before the scale is used.

8. Equipment Failure

a. Immediately report failures of meters, mailing machines, scales, etc., to the service representative. The service representatives' telephone numbers shall be prominently displayed in the vicinity of that equipment.

b. Do not tamper with the postage meter under any circumstances. It is a postal offense for anyone other than USPS personnel to break or tamper with the seals on postage meters.

c. All new equipment is initially covered by a warranty. Maintenance contracts **shall** be used after the warranty expires.

9. Meter Security

a. "Meters

(1) Remove the meter, and place it in a locked safe, file cabinet, or in a locked room overnight and any other time the operator is temporarily absent and adequate surveillance cannot be maintained to prevent unauthorized use of the meter.

(2) Immediately report the loss, theft, and recovery of a **lost** or stolen meter to the local post office, the equipment vendor, and through command channels to Executive Director, Military Postal Service Agency, ATTN: DoD Official Mail Manager, Alexandria, VA 22331-0006. Reports shall include the meter make, model, and serial number; the date, **location**, and **details** of the **loss**, theft, or recovery; and a copy of the police report when applicable.

b. Meter keys

(1) The DoD (except **MPOs**) is not authorized to have a copy of the key to open and reset the meter. Any activity receiving such keys shall immediately give them to the post office setting the meter.

'(2) Operating keys

(a) One key is required to unlock the meter and ☐ must be used each day the machine is operated. This key shall be kept by the designated supervisor, except during periods the key and meter are signed out to a meter operator. During non-duty hours the key and meter will be stored in a locked file cabinet or safe in a locked room.

(b) Duplicate keys, when provided, shall be stored in a **sealed** envelope in a locked file cabinet or safe.

10. Property Accountability

Account for all postage metering equipment on the property records of the using DoD Component.' The postage meter, itself, is leased and cannot be purchased.

11. Supplies and Services

These generally consist of meter tapes, ink, ink rollers, maintenance, rate changes (both USPS and UPS), and meter leases. Meter tape and ink specifications are found in the **DMM**.

CHAPTER 6

HELPFUL HINTS**A. PURPOSE**

This chapter provides tips that can be used to obtain more cost effective use of employees, equipment, supplies, and the services provided by USPS. Items in this chapter are not mandatory unless directed elsewhere. Local reproduction of the desk top guide to cost-effective mailing (see "Appendix B") is authorized.

B. COST SAVERS

1. Train personnel on proper preparation of mail and how to cost effectively use the services provided by the USPS.
2. Ask the following about **all mailings**:
 - a. What will happen if **the item is not mailed?**
 - b. What will happen if **the item is ☐ ailed less frequently?**
 - c. Can some other less expensive means of transporting the message or item be used? (For example: telephone call, data transfer, freight, **small** parcel carrier.)
 - d. Can it be combined or transported with something else?
 - e. Is it being mailed at the lowest postal rate legally possible?
 - f. Can postage costs **be** reduced by reducing weight or size?
 - g.** Can postage costs be reduced by changing preparation methods?
3. Inspect outgoing mail to be **sure it** is properly prepared and not subject to surcharges for size or weight.
4. Limit use of merchandise return, business reply ☐ ail, and special services such as registered, certified, and insured.
5. **Limit use** of Express Mail.
6. **Apply** for refunds on spoiled ☐ eter postage and Express Mail shipments not delivered on time.
7. Limit to one quarter's usage the amount of postage set on meters and amounts of postage stamps purchased. **It** costs money to have funds tied up in inventory, and this ☐ inimizes the inventory.
8. Report and, when appropriate, prosecute those who lose, steal, or ☐ isuse appropriated fund postage.

9. **Use standard, letter-size** envelopes whenever possible. Use large envelopes only when material may be damaged by folding or the volume is too great for letter-size envelopes.

10. Use ZIP + 4, presorted and other discounts, when eligible and economically feasible.

11. Periodically monitor mail practices to ensure that mail is sent by the most economical means.

12. Annually review recurring mailings for continued necessity.

13. Reduce the frequency and volume of mailings.

14. Update and verify mailing lists.

15. Consolidate mailings to common addresses.

16. Consider microform alternatives for mailing publications. . .

17. Require adequate printing lead time to permit economical mail service.

18. Reduce weight by printing on both sides of paper, selecting the lightest weight paper, and using all "available printing space.

19. Ensure that contracts for printing and distribution contain specifications for using the most economical mailing services consistent with the priority of the case.

20. Consider alternatives to automatic data processing hard copy mailings, such as electronic transfer.

21. Promote computer output formats that make maximum use of available print space to reduce the weight of mailings.

22. **Use electronic** funds transfer for payrolls instead of sending checks to banks.

23. Use drop-shipments for zone-rated mail when cost effective.

c. PACKAGE PREPARATION

1. Is the carton or shipping container:

a. Inexpensive and light weight?

b. In good, sturdy condition without tears or holes?

c. Strength, as indicated by the manufacturer's seal, suitable for "the weight of the item to be shipped?

d. Small **enough** to fit closely around non-fragile items (books, spare parts, etc.) to minimize their **movement?** The more the contents can move, the greater the chances for damage to the contents or" containers.

e. Large enough **for** adequate cushioning on all sides of fragile contents?

f. **Are** the contents adequately cushioned with light weight material so they do not move when the carton is shook?

g. Is the **package** properly closed with pressure sensitive, filament-reinforced tape? Do not use cellophane and masking tape.

h. Not wrapped with brown paper or anything else?

2. Are shipboard boxes packed in a sturdier outer container?

3. **Is** the address label:

a. Placed on the top of the package?

b. Easily readable?

4. Does the address label:

a. Contain complete delivery and return addresses with ZIP + 4 Codes?

b. Have the proper mail classification endorsement and appropriate special service marking correctly placed on the address label?

5. See DMM, section 120 for further information.

D. SECURITY

1. Know your employees. Do not hire anyone to handle your postage without first determining his or her background.

2. Secure your **mailroom** against access by unauthorized persons. Keep it locked whenever possible, especially when no one is on duty. Consider having a sign-in sheet for persons entering and leaving the ☐ailroom, including times of arrival and departure.

3. Keep valuable mail separate from other mail. Document each transfer of registered mail by requiring the receiving party to sign for custody.

4. **If** funds are handled as part of the **mailroom** operation, establish adequate controls to fix individual responsibility for any losses that may occur. Do not keep postage stamps in an unlocked drawer.

5. Keep your postage ☐eter locked when not in use. Check outgoing metered mail periodically to determine if employees are using metered postage for their own personal mail.

6. **Establish** procedures to account for valuable items that were mailed, but for some reason were returned.

7. Ensure postage is placed in the upper right corner of the address label or tag. This acts as a deterrent to theft by "overlabeling," a technique to divert the parcel to a name and address controlled by the thief.

8. Vary times and routes of travel between post office and **mailroom** if currency or other valuable mail **is** regularly sent or received. Check periodically to determine if mail messengers **are** making unauthorized stops or are leaving mail unattended in unlocked vehicles.

9. **Employees** caught stealing should be prosecuted. There is no greater deterrent **to a** potential thief than the knowledge that prosecution **will follow**. Contact local security officials.

E. ENVIRONMENT

A **mailroom** having a pleasant, business-like appearance helps create a happy work environment, good morale, and quality work. The following contribute to the desired environment:

1. Adequate ventilation, heating, and cooling are essential for good health and morale **as well as quality** work.

2. **Nicely decorated walls and ceilings** help employee morale and production.

3. **Well-lighted mail** processing areas reduce eye fatigue and improve work quality.

4. **When** possible, arrange for employees to be seated while working. **It** reduces feet and leg problems and need not decrease production. Use cushion mats in areas where employees must stand for prolonged periods of time.

5. **A clean mail** processing area free of excess supplies, equipment, clothing, and other matter looks better and reduces the chances for loss, misplacement, and theft of mail.

6. Proper kinds and quantities of equipment and supplies **are** essential. Mechanize and automate procedures whenever cost effective.

7. Clean and properly ☐aintained postage metering and mail processing equipment works and looks better. Operators can clean the equipment and perform many minor adjustments. Consult the equipment's operator's manual or service representative for information and instructions.

F. DEALINGS WITH THE POST OFFICE

1. Payments for postage. Post office employees sometimes request payment when penalty meters are set, penalty permit mailings are made, or penalty BRM is received. The postage and fees for these are paid centrally by the DoD Component headquarters. When this happens, ask the individual to review DMM, section 137, for instructions. Postage due on postage due penalty mail and the postage and all fees for merchandise return are paid locally to the post office. They are not billed to the DoD Component headquarters (see DMM, section 137).

2. Cooperation and good relations with your post office's representatives are essential. Contact them frequently. If you do not need their **assistance**,

find some reason to visit-or call them occasionally so they will know who you are **when you** do need their assistance. Do not hesitate to ask for their advice or assistance, especially when designing forms or a large mailing. The more familiar they are with your operation the better they can help you get the most per postal dollar. The local post office has no authority to change USPS policy. Requests to change USPS policy shall be forwarded through the DoD chain of **command**. Disagreements with the local post office rulings or interpretations of the DMM can be appealed through the USPS chain of command.

G. MAIL BOMBS

1. THE LIKELIHOOD OF YOUR EVER RECEIVING A BOMB IN THE MAIL IS VERY REMOTE . But, unfortunately, a small number of explosive devices HAVE been mailed over the years resulting in death, injury and destruction of property. Motives for mail bombs are often revenge, extortion, terrorism, or business disputes.

2. A bomb can be enclosed in either a letter or a parcel, and its outward appearance is limited only by the imagination of the sender. Mail bombs may, or may not, have one or more of the characteristics listed below. They may even appear to be official mail. You local police and the **nearest** Postal Inspector in charge (obtain the address from your post office) can tell you more about mail bombs and what to do if a suspect mailing is identified. Mail bombs may:

- a. Bear restricted endorsements such as "personal" or "private".
- b. Have an inaccurate addressee's name **and/or** title.
- c. Have distorted handwriting, or the name and address may be prepared with homemade labels or cut-and-past lettering.
- d. Have protruding wires, aluminum foil, or oil stains visible, and may give off peculiar smells.
- e. Have a large number of postage stamps.
- f. If a letter, feel rigid or appear uneven or lopsided.
- g. If a parcel:
 - (1) Be unprofessionally wrapped with several combinations of tape.
 - (2) Be endorsed "Fragile--handle with care" **or** "Rush-- do not delay".
 - (3) Make **a** buzzing or ticking noise, or a sloshing sound.

3. **THE** LIKELIHOOD OF YOUR EVER RECEIVING A BOMB IN THE MAIL IS VERY REMOTE . HOWEVER, IF YOU HAVE ANY REASON TO BELIEVE A LETTER OR PARCEL IS SUSPICIOUS, DO NOT TAKE A CHANCE OR WORRY ABOUT POSSIBLE EMBARRASSMENT IF THE **ITEM** TURNS OUT TO BE INNOCENT.

a. **DO** NOT OPEN THE ITEM.

b. ISOLATE THE ITEM AND EVACUATE THE IMMEDIATE AREA .

c . DO NOT PUT THE ITEM IN WATER OR A CONFINED SPACE SUCH AS A DESK DRAWER **OR** A FILING CABINET.

d. IF POSSIBLE, OPEN WINDOWS IN THE IMMEDIATE AREA TO ASSIST IN VENTING POTENTIALLY EXPLOSIVE GASES .

IMMEDIATELY CONTACT YOUR LOCAL POLICE AND POSTAL INSPECTOR FOR PROFESSIONAL ASSISTANCE .

APPENDIX A
ABBREVIATIONS

ANMCS	anticipated not mission capable supply
AOMM	assistant official mail manager
APO	Army or Air Force Post Office
BRM	business reply mail
CONUS	continental United States
DMM	Domestic Mail Manual
DoD	Department of Defense
FPO	Fleet Post Office
IMM	International Mail Manual
JUMPS	Joint Uniform Military Pay System
MACOM	major Air Force or Army command; Navy level 1 command
MOM	military ordinary mail
MPO	military post office (APO or FPO)
MRs	Merchandise return service
MWR	morale , welfare, and recreation
NAFI	nonappropriated fund instrumentality
NMcs	not mission capable supply
OMCCP	Official Mail Cost Control Program
OMM	official mail manager
PMS	penalty mail stamps
RDD	required delivery date
UPs	United Parcel Service
USPS	United States Postal Service

DEFINITIONS

Accumulator

A machine which provides a record of postage used by agency, staff office, or tenant activity (sometimes called a printer).

Activity

Any DoD organization such as headquarters, agency, depot, or unit.

Appropriated fund postage

Postage paid for with funds appropriated by the United States Congress. The postage may be prepaid or penalty postage.

Business reply mail

A method whereby a business reply permit holder may authorize individuals and organizations to send First-Class matter back to the permit holder and have the postage and fees paid by the permit holder.

Certificate of mailing

A postal service that may be used on any class of mail when proof of mailing is required but proof of delivery is not necessary.

Certified mail

A postal service available on any mailable matter sent as First-Class or Priority Mail. It provides a receipt to the sender and a record of delivery at the post office of address. A record is not kept at the post office where it is mailed. It is dispatched, handled, and treated in transit as ordinary mail. If lost, it cannot be traced.

Consolidated mail

Two or more pieces of mail placed in one container for direct mailing to one addressee or one installation.

Container

A DoD owned bag, envelope, box, or pouch which will hold two or more pieces of mail.

Direct accountability

A system for paying actual postage costs through the use of prepaid postage or penalty mail stamps, meters, permits, and other methods that require a statement of mailing.

Express Mail

The class of mail afforded the highest priority in handling and provides highly reliable service.

First-Class Mail

A class of mail sealed against inspection and covered by the Private Express Statutes. It is mandatory for correspondence of a personal nature, completed forms, test results and grades, completed certificates, bills or statements of account, and all matter wholly or partially in writing or typewriting.

Flat

A piece of First- or third-class mail more than 6 1/8 inches high, 11 1/2 inches wide, or 0.25 inches thick.

Fourth-class mail

Mailable matter weighing sixteen ounces or more, not mailed or required to be mailed as First-Class, and not mailed as second-class.

Indicia

Imprinted designation used on mail to denote payment of postage.

Insured mail

A postal service available only on third- or fourth-class mail, or mail containing **third-** or fourth-class matter sent at the First-Class or Priority Mail rate. Numbered insured mail service provides a receipt to the sender and a record of delivery at the post office of delivery. A record is not kept at the post office where mailed".

International mail

Mail addressed to an address in another country (**non-MPO** addresses).

Letter-size mail

Mail which is at least 3 1/2 inches by 5 inches by 0.0007 inches--and not larger than 6 1/8 inches by 11 1/2 inches by 0.25 inches.

Markings

Inscriptions placed on pieces of mail to denote a mail class or special postal service.

Merchandise **return** service

A method whereby a merchandise return permit holder may authorize individuals and organizations to send parcels at the appropriate Priority, third-, or fourth-class rate **back to** the permit holder and have the postage and fees paid by the permit holder.

Metered mail

A piece of mail on which the amount of postage has been either imprinted with postage by a postage meter or to which a postage meter tape has been fastened.

Military ordinary mail

Official **mail** sent by Department of Defense, posted at second-class requester publication rate, or **third-** or fourth-class postage rates, which must have faster than sealift transportation service to, from, and between overseas points, but does not require premium Priority service. It is moved by surface transportation in the United States and by air on oversea portions of its trip. It provides cheaper postage than Priority Mail. Delivery time to any **MPO** may be almost as fast as Priority Mail and rarely exceeds 21 days.

Military Post Office

A United States post office operated by the DoD.

Mixed classes of mail

Two or more classes of mail combined into one enclosure. Postage for the entire weight is charged at the higher class rate.

Nonstandard mail

First-Class mail weighing 1 ounce or less and third-class mail weighing 2 ounces or less that:

...

a. Exceeds any of the following:

(1) Height - 6 1/8 inches.

(2) Length - 11 1/2 inches.

(3) Thickness - 1/4 inch.

b. Does not have a standard aspect ratio of between 1.3 and 2.5 as determined by dividing the length by the height.

c. Requires payment of a surcharge.

Official mail

Official matter mailed as penalty mail or on which the postage and fees have been prepaid.

Official matter

Any item belonging to or exclusively pertaining to the business of the U.S. Government.

Parcel Air Lift Mail

Special postal services for parcels and second-class publications mailed to military personnel overseas. It is not authorized for use on official mail.

Penalty Indicia

Indicia containing or used with the statement "Penalty for private use \$300."

Penalty ☐ail

Official ☐ail on which the postage and fees are paid by either a penalty ☐etered **indicia**, **penalty permit indicia**, **penalty mail stamps**, **penalty business reply** and **merchandise return indicia**, or standard penalty **indicia**.

Penalty mail stamp

USPS adhesive stamps bearing the words "Official Mail USA" and "Penalty for private use \$300" for use by government agencies. **Stamped stationary** (plain stamped **envelopes**, **printed stamped envelopes**, and **postal cards**) is **also** included.

Penalty metered indicium

Postage imprinted by special postage meters leased to the U.S. Government. It bears the words "Penalty For Private Use \$300."

Periodical

Magazines, journals, newspapers, digests, briefs, bulletins, summaries, and similar items published on a recurring basis.

Permit

Mail with imprinted indicia instead of a stamp or postage meter imprint showing postage paid by the sender.

Postage stamp

Includes both **the prepaid** postage stamps sold by post offices and penalty mail stamps.

Post office

A post office operated by the USPS or MPO operated by the Army, Navy, or Air Force.

Prepaid postage

All forms of postage except penalty mail.

Priority Mail

First-Class **Mail weighing more than 12 ounces.**

Private Express Statutes

A group of Federal statutes giving the USPS the exclusive right, with certain exceptions, to carry letters for others. They are based on the provision in the U.S. Constitution authorizing Congress to "establish Post Offices and post roads." (See **Title** 39, U.S. Code, Sections 401, 404, 601-606; **Title** 18, U.S. Code, Sections 1693-1699; and Title 39, Code of Federal Register, Sections 310 and 320 for complete definitions and suspensions.)

Registered mail

The most secure service the USPS offers. It incorporates a system of receipts to monitor **mail movement** from the point of acceptance to delivery.

Requester publications rate

A part of the second-class mail rate structure used for periodicals with at least 24 pages, issued regularly four or more times a year, circulated free or mainly free, and containing at least 25 percent nonadvertising.

Required delivery date ,

The date by which mail must reach its addressee.

Restricted delivery

A service by which a mailer may direct delivery only to the addressee or to an agent of the addressee specifically authorized in writing by the addressee to receive his or her mail.

Return receipt

A postal service available only on registered, certified, or numbered insured mail. USPS return receipts show to whom and when **mail** is delivered and is used only when the **mailer** must have proof of delivery or date of delivery.

Second-class mail

The class of **mail** for printed periodical publications including newspapers and requester publications.

Self-mailer

Any mail piece (except parcels) that does not have an outer cover, wrapping, or envelope **in** addition to the paper or material on which the majority of the printing, drawing, or writing **being** transmitted is placed. Examples are postcards, or a number of **sheets**, folded or unfolded, not necessarily of the same material.

Space Available Mail

A special postal service for parcels and second-class publications mailed to military personnel overseas. It is not authorized for use on official mail.

Standard penalty indicium

The words "Postage and Fees Paid, (DoD Component), DoD-(number)."

Surcharges

Fees charged in addition to the normal postage on nonstandard mail.

Third-class mail

Matter that **is-**

- a. Not mailed or required to be mailed as First-Class Mail.
- b. Not **mailed as** second-class mail.
- c. Weighing less than **16** ounces.



GUIDE TO COST-EFFECTIVE MAILING FOR DOD OFFICIAL MAIL



DEFINITIONS

Official Mail. Official matter mailed as penalty mail or on which the postage of fees have been prepaid.

Official Matter. Official matter is any item belonging to or exclusively pertaining to the business of the U.S. Government.

OFFICIAL MAIL POLICIES

The United States Postal Service (USPS) shall be used only when it is the least costly transportation method which will meet the required delivery date (RDD), security, and accountability requirements. When mailed, official matter shall move at the lowest postage and fees cost to meet the RDD, security, and accountability requirements.

Official matter becomes official mail when it is postmarked by a distribution center or is placed under USPS control, whichever occurs first. Official matter ceases to be official mail when control passes from USPS or its representatives to someone else.

CLASSES OF MAIL

Express Mail	Fastest and most costly. Use only to prevent mission failure or financial loss..
First-Class	Any mailable item weighing 12 ozs or less. Certain items must be mailed First-Class such as letters, handwritten or typewritten and post/postal cards.
Priority	Any mailable First-Class matter weighing over 12 ozs but less than 70 lbs. Must be marked PRIORITY.
Sec	For magazines and other periodicals issued at regular, stated frequency of no less than four times per year.
Third-class	For printed matter and parcels under 1 lb. Four ounces or less-same rate as First-Class. Special bulk rates for larger mailings (at least 200 pieces or 50 lbs).
fourth-class	"Parcel Post." For packages 1 to 70 lbs.

Military Ordinary Mail (MOM). Goes by surface transportation within CONUS and by air transportation over seas. Add MOM to the second-, third-, or fourth-class endorsement on matter having a RDD not allowing sufficient time for surface transportation. Additional postage is not required.

SPECIAL SERVICES

Registered	Provides added protection. Use only if required by law or a directive. Slow and expensive. For use only with First-class and Priority Mail.
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Certified	Provides a receipt to sender and a record of delivery at destination. For use only with First-Class and Priority Mail.
Insured	Numbered insured service provides a method to obtain evidence of mailing and a record of delivery.
Certificate of Mailing	Provides evidence of mailing.
Special Handling	Provides preferential handling to the extent practical in dispatch and transportation, but does not provide special delivery. Applicable to third- and fourth-class mail.

ADDRESSING MAIL

- Make sure mailing address is correct.
- Use of office symbol reduces mail handling time.
- Place city, state, and ZIP + 4 in the last line of the address.
- Return address is a must. Use your office symbol and ZIP+ 4.

RULES FOR EMPLOYEES

- Have personal mail sent to your home, not the office
- Use personal postage to mail job applications, retirement announcements, greeting cards, personal items, etc.

TIPS FOR COST SAVINGS

- Mailing 7 sheets or less of bond paper-use letter size envelope.
- Manuals, pamphlets, etc., weighing over 4 ozs—mail third-class, special fourth-class rate, bulk rate, or bound printed matter rate.
- Mailing several items to one address-cheaper to mail everything in one envelope. Check with your mailroom for activities serviced by consolidated mailings.
- Check with your mailroom for activities/agencies within the local area that are serviced by activities/agencies couriers—no postage required.
- If you only need evidence that something was mailed- use Certificate of Mailing.
- When possible, use special handling instead of Priority Mail.

FOR ADDITIONAL INFORMATION AND GUIDANCE
CONTACT YOUR OFFICIAL MAIL MANAGER.